

# ELECTRONIC REPORTING IS AS EASY AS 1-2-3

## Step 1: Install and open the software

### Install the software

- Click on "Download Software"
- Click on "Run"
- Follow the on-screen instructions to complete installation

### Open the software

- Click on Start | Programs | U.S. Census Bureau | Census Surveyor, or click on the "Census Surveyor" shortcut icon on the desktop
- Click on Tools | Retrieve New Survey Data...
- Select "2012 Economic Census" from the pull-down menu

- Enter "User ID" and "Password" when prompted. The "User ID" and "Password" are located on the cover letter and shown to the left of the mailing address on your questionnaire. For example:

User ID: XXXXXXXXXXXX  
Password: XXXXXXXXXX

*Password is case sensitive*



*Password is case sensitive*

- Click "OK"

## Step 2: Follow instructions in A or B

### A. Verify locations and complete report forms

#### Verify the list of locations

- Click on the **Workbook** tab and then click on "All Locations - Selected Items" in the "Form Types List" panel
- To add missing locations:
  - ▶ Click on the "Add Location(s)" button
  - ▶ Select a form
  - ▶ Specify the number of forms/locations to add
  - ▶ Click on the "Add" button

#### Complete the report forms

- Click on the **Form** tab or **Workbook** tab and complete all applicable items

### B. Fill out a spreadsheet (export and import)

#### Export to spreadsheet

- Click on the "Export to Spreadsheet" button
- Follow the on-screen instructions

#### Fill out the spreadsheet

- Open the file(s) created during the "Export to Spreadsheet" step
- Provide and update data for all locations in the spreadsheet
- To add a missing location, insert a new row in the spreadsheet:
  - ▶ Provide the form number
  - ▶ Provide a unique CFN using the following format: ADD\_##### (e.g., ADD\_000001, ADD\_000002)
- Save the spreadsheet and close

#### Import from spreadsheet

- Click on the "Import from Spreadsheet" button
- Follow the on-screen instructions

**After completing all forms, go to Step 3**

## Step 3: Submit the report forms

Before submitting the data, click on the "Review All Forms" button. Be sure to review any errors and warnings, noted in the **Errors/Warnings** tab, "Errors/Warnings" column in the **Inbox** tab, and **Workbook** tab.

- Click on the "Submit Responses" button
- Follow the on-screen instructions

- If submitting via disk or CD, then mail by express courier service to:

U.S. Census Bureau  
ATTN: DSB Building 61A  
1201 East 10th Street  
Jeffersonville, IN 47132-0001

## Submission Complete!

For information about Electronic Reporting, visit [econhelp.census.gov](http://econhelp.census.gov) or call the Electronic Reporting Operations Branch at 1-800-838-2640, between 7:30 a.m. and 4:00 p.m., Eastern time, Monday through Friday.